

Section 13.10 PARAMS MENU

Financial Data

TKU Crosswalk

Purpose	This section provides the procedures for a user to add, update or delete Timekeeping Unit (TKU) crosswalks. A TKU crosswalk may be used to ensure that costs associated with certain pay types are charged against specific coding blocks.
Window Name	TKU Crosswalk
Reminders	<ol style="list-style-type: none">1. The TKU Crosswalk window is accessed through the <u>P</u>arams, <u>F</u>inancial Data, <u>R</u> - TKU Crosswalk items on the menu bar.2. The TKU Crosswalk allows agencies to always distribute costs associated with certain pay types for all individuals in a TKU to a specific coding block. For example, if overtime pay type within a particular agency and TKU needs to be charged to a specific over head coding block, a TKU crosswalk can be used to accomplish this task. In this case, if an employee within the agency and TKU reports overtime against any other coding block, it will be charged to this crosswalk coding block. The TKU Crosswalk is required to be defined only for those agencies where costs associated with certain pay types are required to be charged against a specific coding block.3. The TKU Crosswalk window contains a Selection Criteria window and a Selection List window. Once the selection criteria has been selected or entered and the Select or New button clicked, the Detail button becomes active. The minimum selection criteria is Department. If the Select button was clicked, the data is displayed in the Selection List window. The user may then highlight the data to be updated and click on the Detail button to display the Detail Data window. However, if there was only one selection in the Selection List window, the Detail Data window is automatically displayed. If the New button was clicked, the Detail Data window is displayed.4. Once the Detail Data window is displayed, a user may add, update or delete TKU Crosswalk data.
References	<i>No specific references</i>

TKU Crosswalk

The following window is displayed when Params, Financial Data, R - TKU Crosswalk is selected from the Menu bar. The steps are described on the following page.

Selection Criteria

Department: 07 Agency: TKU: Pay Type: Class Type:

Selection List

Dept	Agency	TKU	Pay Type	Class Type	Start Date	End Date
07	30	716	52	Contractual	10/01/1995	09/30/1999
07	30	716	52	Per Diem	10/01/1995	09/30/1999
07	30	716	52	Unclassified	10/01/1995	09/30/1999
07	30	716	52	Classified	10/01/1995	09/30/1999
07	30	716	DM	Contractual	10/01/1995	09/30/1999
07	30	716	DM	Per Diem	10/01/1995	09/30/1999
07	30	716	DM	Unclassified	10/01/1995	09/30/1999

<= >= New Delete Save Close

Ready

DCDS Input Procedures - TKU Crosswalk (Selection Criteria)

Follow the steps below to enter selection criteria.

Step	Field Name	Action
1	Department*	Select the appropriate department number from the dropdown list or enter the department number. The first department the user has access to is the default. Note: When a department has been selected all valid agencies for the department will be displayed in the agency dropdown list.
2	Agency	Select the appropriate agency number from the dropdown list or enter the agency number. The first agency the user has access to is the default. Note: When an agency has been selected all valid TKUs for the agency will be displayed in the TKU dropdown list.
3	TKU	Select the Timekeeping Unit (TKU) number from the dropdown list, enter the TKU number or select AL from the dropdown to display all TKUs within an agency.
4	Pay Type	Select the applicable Pay Type from the dropdown list.
5	Class Type	Select the applicable Class Type from the dropdown list (Classified, Unclassified, Contractual, Per Diem).
6	Select Button	Click on the Select button located at the top of the window (or press Alt + L). The selected criteria will be displayed in the Selection List window, if more than one TKU Crosswalk was found. However, if only one is found the Detail Data window will automatically be displayed.
7	Selection List	Highlight the TKU to be updated and click the Detail button. The Detail Data window will then be displayed.
8	New Button	Click on the New button, if adding a TKU Crosswalk.

**indicates a required field that must be entered.*

TKU Crosswalk (Selection List)

The following information is displayed:

Field Name	Description
Dept	The department associated with the TKU.
Agy	The agency associated with the TKU.
TKU	The Timekeeping Unit (TKU) a crosswalk applies to.
Pay Type	The Pay Type the crosswalk applies to.
Class Type	The Class Type the crosswalk applies to.
Start Date	The date the crosswalk became applicable.
End Date	The date the crosswalk is no longer applicable.

TKU Crosswalk

The following window is displayed when the **Detail** button is selected. The same window is displayed with blank fields when the **New** button is clicked. The steps are described on the following pages.

The screenshot shows the DCDS 32 TKU Crosswalk window. The main window has a menu bar (File, Edit, Options, Functions, Params, Reports, Window, Help) and a toolbar with 'Select' and 'Detail' buttons. The 'Detail Data' section is active, showing various fields with numbered callouts:

- 1: Department (07)
- 2: Agency (30)
- 3: TKU (716)
- 4: Pay Type (52)
- 5: Class Type (CONTRACTUAL)
- 6: Start Date (10/01/1995)
- 7: End Date (09/30/1999)
- 8: Modified User Id (HRMND CD)
- 8: Modified Date (3/1/99 15:09)
- 9: Crosswalk Coding Block (AY: [])
- 9: OR (9)
- 10: Standard Distribution (checked)
- 11: Multi (11)

Other fields include Index, PCA, Grant, Ph, AG1, Project, Ph, AG2, AG3, and Multi. The window also has a status bar at the bottom showing 'Ready'.

DCDS Input Procedures

TKU Crosswalk

Follow the steps below to add, update, or delete TKU Crosswalk data.

Step	Field Name	Action
Add TKU Crosswalk		
	New Button	Click on the New button located at the bottom of the window (or press Alt + N). This displays the Detail Data window to add a TKU crosswalk.
Update TKU Crosswalk		
	Detail Button	<p>Enter the required selection criteria and click the Select button. Highlight the TKU in the Selection List window to be updated.</p> <p>Click on the Detail button located at the middle right of the window (or press Alt + T). This displays the Detail Data window to update TKU Crosswalk information.</p>
Delete TKU Crosswalk		
	Delete Button	<p>Enter the required selection criteria and click the Select button. Highlight the TKU to be deleted.</p> <p>Click on the Detail button located at the middle right of the window (or press Alt + T). This displays the Detail Data window allowing the user to delete the TKU Crosswalk information.</p> <p>Click on the Delete button located in the bottom right hand corner of the window (or press Alt + D). This deletes the TKU Crosswalk displayed in the Detail Data window.</p>

DCDS Input Procedures

TKU Crosswalk - Detail Data Window

Follow the steps below to add or change TKU Crosswalk information.

Step	Field Name	Action
1	Department*	Select the appropriate department number from the dropdown list or enter the department number.
2	Agency*	Select the appropriate agency number from the dropdown list or enter the agency number.
3	TKU*	Select the Timekeeping Unit (TKU) number from the dropdown list, enter the TKU number or select AL from the dropdown list to apply the crosswalk to all TKUs within an agency.
4	Pay Type*	Select the applicable Pay Type.
5	Class Type*	Select the applicable Class Type.
6	Start Date	The current date is displayed automatically for a new crosswalk. However, it may be changed. If updating a crosswalk, this date cannot be changed.
7	End Date	Enter a new End Date, if applicable.
8	Modified Date/Modified User ID	Displays the date modifications were made and the User ID of the last person who made modifications.
9	Crosswalk Coding Block	<p>Enter the following for a new crosswalk only:</p> <ul style="list-style-type: none"> ■ The applicable Appropriation Year in the AY box to activate the coding block fields. ■ Select the applicable coding block information from the dropdown list or enter the coding block (Index, PCA, Grant, Phase, AG1, Project, Phase, AG2, AG3, or Multi). <p>If updating, enter or select the appropriate coding block information.</p>

**indicates a required field that must be entered*

**DCDS Input Procedures
TKU Crosswalk - Detail Data Window**

Step	Field Name	Action
10	Standard Distribution	Click on the Standard Distribution box, if the Standard Distribution coding block is to be used as the crosswalk.
11	Save Button	Click on the Save button located at the bottom of the window (or press Alt + S) to save all the additions or changes made to the TKU Crosswalk information.